

**Phoenix Program
Process Definition – General Ledger**

Process	<i>Creating a Schedule</i>
Process Number	<i>GL – 043</i>

Description of Process

Create a new schedule. Creating a schedule requires the user to provide identifying information for the schedule in the form of a name and description, as well as a schedule definition, including the dates, times, and frequencies with which the schedule will be applied. You can define a multitude of daily, weekly, monthly, annual, and user defined schedules for recurring transactions such as standard journal entries, closing schedules, etc. Schedules have been created under the MODEL SetID so they can be accessed and used by all business units. The State of Georgia has established the following schedules:

MONTHEND – This schedule is set up for *monthly* processing on the last day of every month.

QUARTERLY – This schedule is set up for *quarterly* processing (March, June, September, and December) on the last day of the month.

Input to Process

Schedule Change Request is written up, signed, assigned an identifier and approved at the FSS level. Authorized users at the FSS level will enter the schedule as defined on the request form.

Output of Process

New schedule is created and is accessible to all business units.

Service Level Agreement Required? (if yes, provide a brief description)

N/A

PeopleSoft Panel Groups being Used

Function	Panel Group
Use R-Z	Schedules

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Business Process Description

Process Description	Responsibility (Agency/Centralized)
<p><u>Step 1: Complete request form to create a new schedule</u></p> <p>Using the forms provided to you (see attached), submit your schedule change request. If valid, the request will be forwarded to the proper agency individual(s) for input, usually someone at a supervisory level. Otherwise, the request will be returned to you for corrective action or with an explanation for the denial of the request.</p>	Agency
<p><u>Step 2: Create identifiers for the new schedule</u></p> <p>Enter the SetID and Schedule ID for the schedule you wish to create. The SetID should be equal to MODEL.</p>	Centralized
<p><u>Step 3: Define the schedule</u></p> <p>In the field located next to the Schedule ID enter a short description to identify your schedule. PeopleSoft uses the short description on panels and online inquiries with limited display space.</p> <p>Using the drop down list provided, select the frequency with which you would like to apply this schedule. The available options are as follows:</p> <ul style="list-style-type: none"> • Annually • Daily • Monthly • User Defined • Weekly <p>Depending on your selection, you will be granted access to some of the other fields listed. Perform the following actions, as applicable:</p> <p>If you select “Annually,” select the month on which you would like to apply this schedule from the drop down list provided. In addition, enter the Day of the Month in the space provided.</p> <p>If you select “Daily,” turn on the check boxes for the day(s) of the week on which you would like to apply this schedule.</p> <p>If you select “Monthly,” turn on the check boxes for the months on which you would like to apply this schedule. In addition, enter the day of the month on which the schedule should apply, or alternatively, turn on the check box for the Last Day of the Month.</p> <p>If you select “User Defn,” enter the occurrence(s), date, hour, minute and description in the spaces provided using the User-Defined Events group box. To insert additional rows, press F7 and repeat the process, as necessary.</p> <p>If you select “Weekly,” select the day of the week on which to apply this schedule from the drop down list provided.</p>	Centralized

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Step 4: Save the schedule

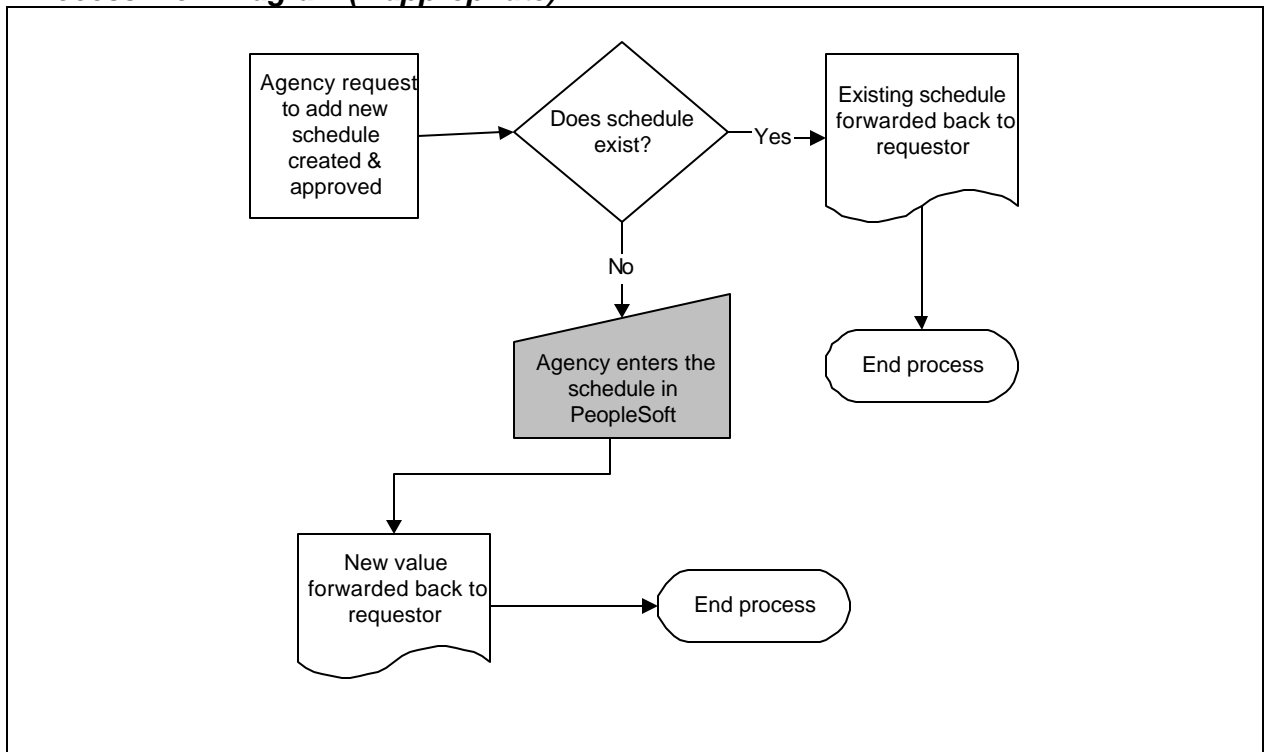
Centralized

The schedule is now saved and will be accessible to all business units.

Forms Used with Process (#)

**Attach sample form(s) [\\DOAS_COMMONS_01\VOL1\DATA\COMMONS\PDocs\Financials\GL-General Ledger\Business Process Flows\Schedules\Schedule Change Request .doc](#)

Process Flow Diagram (if appropriate):



Process Signoff

Tested By
Date Tested